

# SUZANNE BAUMRUK, CRP™

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## EDUCATION

**College of Lake County**, Grayslake, Illinois

American Bar Association approved post-degree Certificate in Legal Studies (December 2024)

**University of Illinois**, Urbana-Champaign, Illinois

Master of Science in Advertising (1991) // Bachelor of Science in Communication (1990)

Teaching Assistant: Advertising Management and Advertising Research (1991-1992)

### Legal Coursework

Real Property Law

Wills, Trusts, and Estates

Drafting Legal Documents

Legal Research and Writing

Litigation

Administrative Law

Law Office Technology and E-Discovery

## Technology Skills and Certifications

CORE Registered Paralegal (CRP™): National Federation of Paralegal Associations (NFPA)

Legal Technology Certificate and E-Discovery Certificate: [National Society of Legal Technology](#)

Microsoft Office 365: Word, Excel, PowerPoint, Teams, Outlook, Access // Adobe: Acrobat Pro, Photoshop, InDesign

## PROFESSIONAL EXPERIENCE

**Tax Specialist**, Office of the Lake County Clerk, Waukegan, Illinois (2021-present)

- Work closely with the Lake County Tax Administrator, Lake County Assessor, and taxing districts to calculate property taxes with strict adherence to municipal ordinances and IL State Statute under tight deadlines.
- Enter and manipulate data using sophisticated internal tax database systems requiring extreme precision and attention to detail to ensure property owners receive accurate tax bills.
- Prepare tax deed foreclosure cases, including in-depth research using of records from the Lake County Recording Division and Clerk of the Circuit Court, as well as the court's e-filing system.
- Manage Statement of Economic Interests filing process for 4,700 persons required to file in Lake County per the IL Governmental Ethics Act.
- Work closely with the Lake County State's Attorneys Office to ensure compliance with the law in all facets of job.
- Responsible for daily balancing of financial accounts and bank deposits using internal cash receipts system.
- Provide calm and constructive phone, as well as in-person, customer service addressing a variety of needs and concerns.
- Produce clear, professionally written communication for distribution internally and externally.
- Constantly problem solve in all areas of department to achieve legal compliance while improving efficiencies and outcomes.
- Exhibit outstanding teamwork with a willingness to help in any capacity and collaborate with co-workers to streamline processes. Have forged strong relationships with co-workers within my team, my office, and other Lake County offices.

**Photographer/Owner**, Suzanne Baumruk Photography, Libertyville, Illinois (2009-2022)

- Small business owner responsible for finances, scheduling, client communication, as well as website management.

**Substitute Teacher**, Lake Bluff Elementary School District 65, Lake Bluff, Illinois (2019-2020)

- Taught eleven subjects across grades K-8, exhibiting exceptional agility and dependability.

**Senior Strategic Planner**, Young & Rubicam, Chicago, Illinois (1997-1999)

**Senior Research Analyst**, DDB Worldwide, Chicago, Illinois (1994-1997)

**Research Analyst**, Leo Burnett Co., Chicago, Illinois (1991-1994)

- Designed, executed, and analyzed quantitative and qualitative research to develop advertising strategies.

## VOLUNTEER WORK

Lake County election judge; PADS Lake County (Providing Advocacy, Dignity & Shelter) coordinator, early education board secretary, and photographer for religious organization; administrator for university parent Facebook group with 15K+ members; website designer for school district education foundation; volunteer for elementary/high school departments and parent organizations